

**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF ALPINE**

*Court Administration – Personnel  
P.O. Box 518  
Markleeville, CA 96120  
Phone (530)694-2113-Fax (530)694-2119*

**NOTICE OF EMPLOYMENT OPPORTUNITY**

**ACCOUNT TECHNICIAN**

*Superior Court of California, County of Alpine*

**SALARY and  
BENEFITS:**

*(\$2831-\$3440 per month), full-time position. Excellent benefit package: The Court pays the medical, dental, and vision insurance premiums for the employees and their dependents. Employees may be required to participate in these costs at some point in the future. Dental and vision benefits apply after six-month probationary period. The Court participates in the California Public Employees Retirement System (PERS). The Court pays the employer contribution and the employee is responsible for their proportionate contribution. Vacation, sick leave and 15-paid holidays per year.*

**DUTIES:**

*This is an entry-level position within the Alpine County Superior Court, working under the direct supervision of the Supervising Clerk and / or the Court Executive Officer. Duties may include, but are not limited to: performing a variety of clerical and secretarial duties for the Superior Court; assisting the public and others with Court business; posting transactions and reconciling ledgers and other accounting records to accounting system; computing obligations; and collecting and verifying supporting documentation and approvals for payables; preparing accounting systems documents (e.g. vouchers, encumbrances, warrants, and checks) for approval and distribution. Processing, verifying, and reconciling bail, fine, and fee receipts, making deposits, and maintaining trust accounts. Will work directly with the Court's outside collection agency and prepare the accounts for transfer. In the absence of the Court Executive Officer, this position will process payroll.*

**EDUCATION:**

*Any combination of education and / or experience providing the knowledge, skills and abilities for satisfactory job performance. Examples include minimum two semesters of college coursework, including some legal classes, or one-year accounting experience in an office environment.*

*Applicants should have a minimal proficiency in the use of Word, Excel, and QuickBooks Pro. Applicants must also have a valid driver's license.*

**PHYSICAL REQUIREMENTS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job requirements.*

*This job requires the ability to sit at a desk for long periods of time, to stoop, kneel, crouch, and reach while performing these duties; lift and move boxes weighing up to 40 pounds (occasionally). This job requires extended periods of time at a keyboard. Applicant must be able to communicate well with court staff, other governmental agencies, and the general public.*

**INTERVIEWS:**

*Interviews are tentatively scheduled for January 8, 2004, at the Court House building located at 14777 State Route 89, Markleeville, California. Successful applicant is subject to reference / background check.*

**APPLICATION**

**DEADLINE:**

*Applications must be received on or before FRIDAY, January 2, 2004 at 5:00 p.m.*

**NO FAXES ACCEPTED.**

**Apply to:**

*Superior Court of California, County of Alpine  
Court Administration  
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*The Superior Court of California, County of Alpine is an Equal Opportunity Employer and complies with the Americans with Disabilities Act.*